



King County

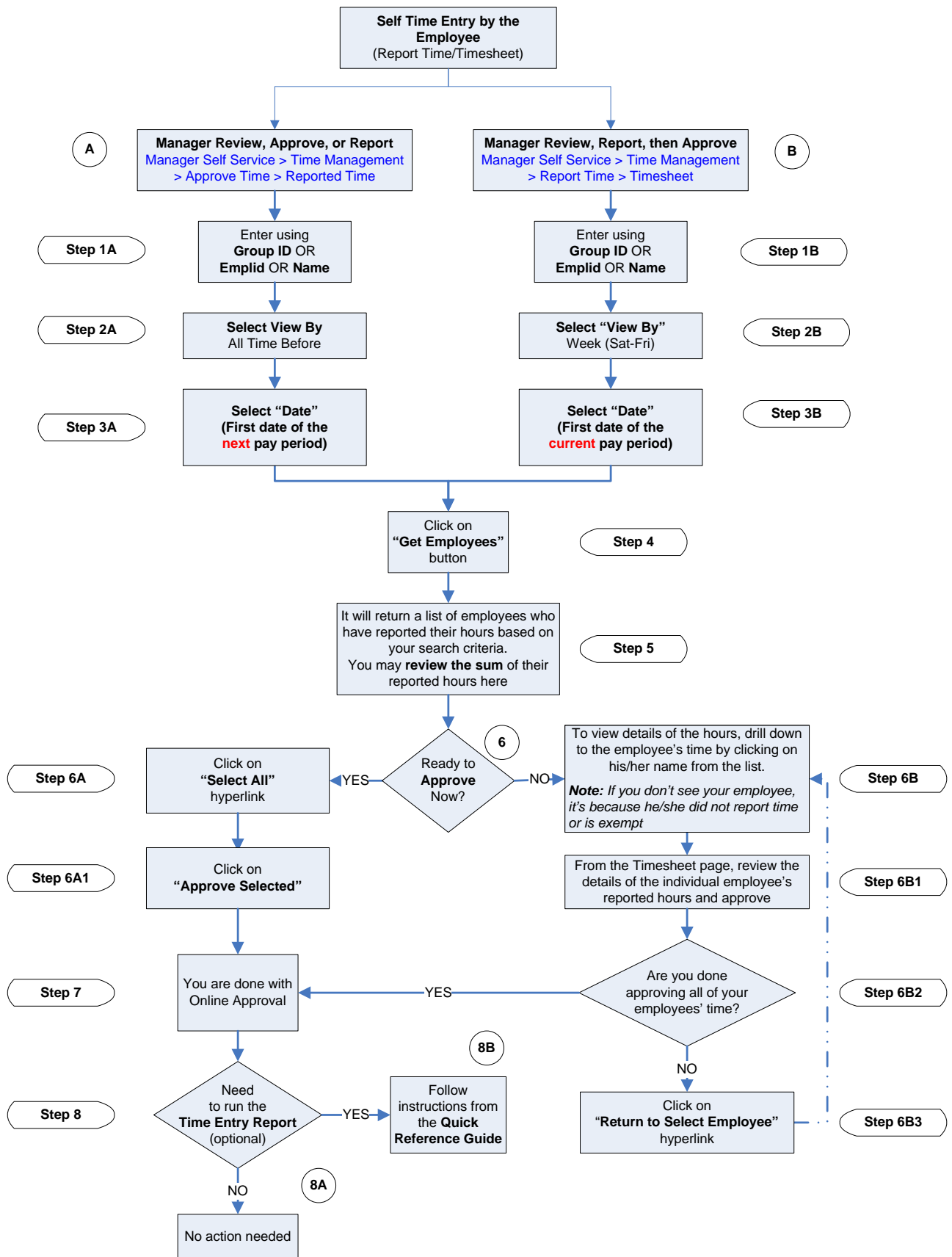
Quick Reference Guide Manage Time Approval

PeopleSoft Version 8.9 (Bi-Weekly)

Quick Reference Guides
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Quick View Flow Chart



A. Approve Time for ALL Employees

You may approve time **ALL at once** that is reported by your employees.

Go to: Manager Self Service > Time Management > Approve Time > Reported Time



This is how your landing page will look:

Step 1A Once on the landing page, you may search your employee(s) by these options:

By Group ID – (preferred Option) Use this to pull every employee(s) who are in this group. Then you may select individuals from the return list. If you do not know your group ID, see your timekeeper.

Other Options:

- By Employee ID – Use this option if you wish to select one individual at a time. Don't forget to put the 4 leading zeros.
- By Last Name – Use this option if you wish to pull your employees who have this last name. *This is case sensitive*. Use upper case for the first letter and then the rest with lower case. For example: SMITH should be "Smith".
- By First Name - Use this option if you wish to pull your employees who have this last name. *This is case sensitive*. Use upper case for the first letter and then the rest with lower case. For example: LAURA should be "Laura".

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

[Get Employees](#)

Please enter the Group ID or the Emplid for whom you would like to approve time for. Then enter a specified date and how you would like to view it by. If the "All Time Later Than" option is chosen, please remember that it does not include the date that is entered on the date field.

View By: All Time Before ▼ Date: 10/20/2007 BT [Refresh](#)

Employees For Kathleen Edmiston, Time Needing Approval From 10/20/2007 - 10/26/2007

Select	Name	Hours to be Approved	Employee ID	Job	Department	Workgroup	Taskgroup
<input type="checkbox"/>	Name	0.000000					

☒ [Select All](#)
☐ [Clear All](#)

[Approve Selected](#)
[Deny Selected](#)

Step 2A In the “View By” field, select: “**All Time Before**”

Step 3A In the “Date” field, select: The **FIRST DATE of the Next pay period.**
 This will select up all time for your employees in the Current Pay Period.
 Skip to **STEP 4** (on page 8)

B. Review, Approve, or Report Time for your employees

You may approve time by reviewing the details of the hours reported by your employees.

Go to: Manager Self Service > Time Management > Report Time > Timesheet



This is how your landing page will look like:

Report Time

Timesheet Summary

▼ Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

[Get Employees](#)

View By: Date: [Refresh](#) << [Previous Week](#) [Next Week](#) >>

Employees For Kathleen Edmiston, Totals From 10/20/2007 - 10/26/2007

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Job
Name	0.000000	0.000000	0.000000		0.000000	0.000000		

Step 1B Once on the landing page, you may search your employee(s) by these options:

By Group ID – (preferred Option) Use this to pull every employee(s) who are in this group. Then you may select individuals from the return list. If you do not know your group ID, see your timekeeper.

Other Options:

- **By Employee ID** – Use this option if you wish to select one individual at a time. Don't forget to put the 4 leading zeros.
- **By Last Name** – Use this option if you wish to pull your employees who have this last name. *This is case sensitive.* Use upper case for the first letter and then the rest with lower case. For example: SMITH should be "Smith".
- **By First Name** - Use this option if you wish to pull your employees who have this last name. *This is case sensitive.* Use upper case for the first letter and then the rest with lower case. For example: LAURA should be "Laura".

Report Time

Timesheet Summary

▼ **Employee Selection Criteria**

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

[Get Employees](#)

View By: Sat-Fri Date: 10/06/2007 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Employees For Kathleen Edmiston, Totals From 10/20/2007 - 10/26/2007

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Job
Name	0.000000	0.000000	0.000000		0.000000	0.000000		

Step 2B In the “**View By**” field, select: “**Sat-Fri**”

Step 3B In the “**Date**” field, select the **FIRST DATE of the current pay period.**
 This will select up all time for your employees in the Current Pay Period.

- Step 4** Click [Get Employees](#)
If you hit the “Enter” key on your keyboard, it will not do anything.
- Step 5** The return list will display ALL employees who have reported their hours and now require approval, in the Group ID that matches your search criteria.
You may **review the sum** of their reported hours here
- Step 6** Ready to **Approve** Now?
If “Yes” then go to “**Step 6A**”,
If “No” then skip to “**Step 6B**”
- Step 6A** From the return list, select on the name of the employee that you wish to review.

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Get Employees

Use the individual checkbox or the “Select All” link below to display the employee(s) who have submitted time. Then click on the approve or deny button to approve or deny the time. To view more details, click on the employee’s name.

View By: Sat-Fri

Date: 10/22/2007

Refresh

[<< Previous Week](#) [Next Week >>](#)

Employees For Kathleen Edmiston, Time Needing Approval From 10/20/2007 - 10/26/2007							
Select	Name	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours
<input type="checkbox"/>	Carol Neff	40.00	40.00	40.00		0.00	0.00
<input type="checkbox"/>	Charles Weeks	35.00	35.00	0.00		0.00	0.00
<input type="checkbox"/>	Jennifer Ma	8.00	8.00	40.00		0.00	0.00
<input type="checkbox"/>	Susan Rynanen	40.00	40.00	40.00		0.00	0.00

☒ [Select All](#)
☐ [Clear All](#)

Approve Selected

Deny Selected

Step 6A1 From the return list, click the “**Select All**” hyperlink and click on “Approve Selected” button if you are ready to approve ALL hours for ALL your employee(s). To see the details for each employee, click on the employee name. It will take you to the Timesheet Page.
Skip to [Step 7](#)

Step 6B From the return list, select on the name of the employee that you wish to review.

Employees For Nancy Wickmark, Time Needing Approval Before 09/22/2007							
Select	Name	Hours to be Approved	Employee ID	Job	Department	Workgroup	Taskgroup
<input type="checkbox"/>	Dale Cummings	8.00	000042788	241804	I5721	L17C4BE	DEFAULT
<input type="checkbox"/>	Jay Vavra	40.00	000042938	241703	I5721	L17C4BE	DEFAULT
<input type="checkbox"/>	Joyce McEwen	24.00	000043795	241804	I5721	L17C4BE	DEFAULT

☒ [Select All](#)
☐ [Clear All](#)

If you do not see an employee that you expected to see, it is possible that the employee did not report any time or that your employee is EXEMPT and did not have any exception time.

Once you click on the employee's name, it will take you to the Timesheet page.

Step 6B1 Timesheet Page

On this page, you may **review**, **report** then **approve** time for your employee.

Timesheet

Cherie Toupin EmplID: 000043798

Job Title: Communications Coordinator Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week **Date:** 10/06/2007 [Refresh](#)

[<< Previous Week](#)
[Next Week >>](#)

Reported Hours: 40.00 Hours **Scheduled Hours:** 40.00 Hours

[<< Previous Employee](#)
[Next Employee >>](#)

From Saturday 10/06/2007 to Friday 10/12/2007

Timesheet

Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Total	Time Reporting Code	Taskgroup	Override Rate
10.00	10.00	10.00	10.00				40.00	005 - Regular Earnings	DEFAULT	

By saving this page, I certify that I have reported all the hours that I worked a

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	10/06/2007	Needs Approval	10.00	005	
<input type="checkbox"/>	10/07/2007	Needs Approval	10.00	005	
<input type="checkbox"/>	10/08/2007	Needs Approval	10.00	005	
<input type="checkbox"/>	10/09/2007	Needs Approval	10.00	005	

[Select All](#)
[Deselect All](#)

[Reported Hours Summary - click to view](#)

NOTE: The default view for this page displays a week at a time. You may choose to review for the entire 2 week pay period. To do so, go to “View By” field and choose “Time Period”.

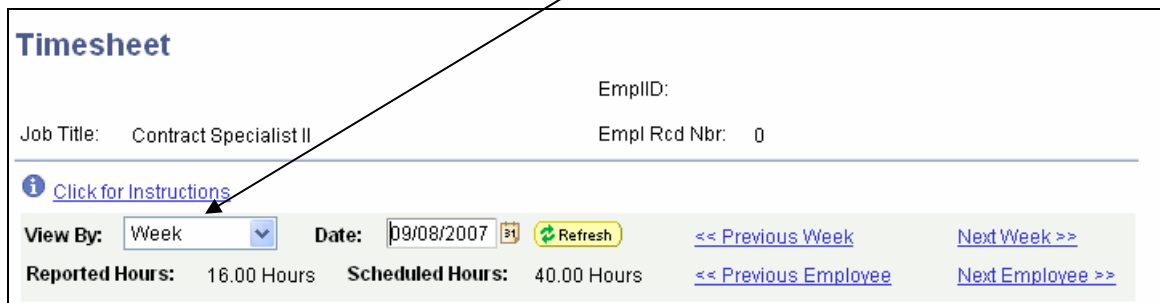
To report time for your employee(s), follow instructions from Quick Reference Guide and navigate to: Manager Self Service/Time Management/Report Time/Timesheet

- Review the time carefully
- If you wish to make any corrections to the time, you may do so on this page
- When you are ready to approve the time, select the row(s) that you would like to approve time on
 - To select individual days, click on the checkbox to the left of the date
 - To select everything, click on the “Select All” hyperlink
 - To unselect, click on the checkbox again or “DeSelect All”
- Then click on [Approve Selected](#)

NOTE: If you click on [Deny Selected](#) or if you do not approve the hours, it will not be processed by payroll. **It is your responsibility to notify your employee or timekeeper immediately of the situation.** The system will not do anything other than to change the status to “Denied”.

The following are special instructions for navigation on the page:

- If you have selected the “View By” Week:



The screenshot shows the 'Timesheet' page. At the top, it displays 'Job Title: Contract Specialist II' and 'EmplID:'. Below this, there is a 'View By' dropdown menu set to 'Week', a 'Date' field showing '09/08/2007', and a 'Refresh' button. To the right of these are hyperlinks for '<< Previous Week', 'Next Week >>', '<< Previous Employee', and 'Next Employee >>'. A line from the text 'If you have selected the “View By” Week:' points to the 'View By' dropdown. Another line from the text 'If you have selected the “View By” Time Period:' points to the 'Previous Week' hyperlink.

- “Previous Week” hyperlink will take you to the week before.
- “Next Week” hyperlink will take you to the following week.
- “Previous Employee” hyperlink will take you the previous employee from the return values on the search page.
- “Next Employee” hyperlink will take you to the next employee from the return values on the search page.
- If you have selected the “View By” Time Period:

Timesheet

EmplID: _____

Job Title: Contract Specialist II Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period Date: 09/08/2007 Refresh [<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 16.00 Hours Scheduled Hours: 80.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

- To see the previous pay period, click on the “Previous Time Period” hyperlink
- To see the next pay period, click on the “Next Time Period” hyperlink

Business Unit	Job Code	Cost Center	Subproject/Task	Phase	TL Project	Grant	Step		
KCBUS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- To add a row, scroll all the way to the right and click on the “+” sign
- To delete a row, scroll all the way to the right and click on the “-” sign
- To view the total of hours per day and per week, click on the hyperlink below:
[Reported Hours Summary - click to view](#)

Step 6B2 Are you finished approving all your employee’s time?

If “**Yes**” then skip to “**STEP 7**”

If “**No**” then go to “**Step 6B3**”

Step 6B3 It will then expand the details:

[Reported Hours Summary - click to hide](#)

Category	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Total
Total Reported Hours				8.00	8.00	8.00	8.00	32.00

Go To: [Manager Self Service](#)
[Time Management](#)
[Return to Select Employee](#)

Click on “Return to Select Employee” if you wish to return to the search page listing.

Step 7 You have **completed the Online Approval**

Step 8 Do you need to run the **Time Entry Report**?

If “**Yes**” then go to “**Step 8A**”,

If “**No**” then skip to “**Step 8B**”

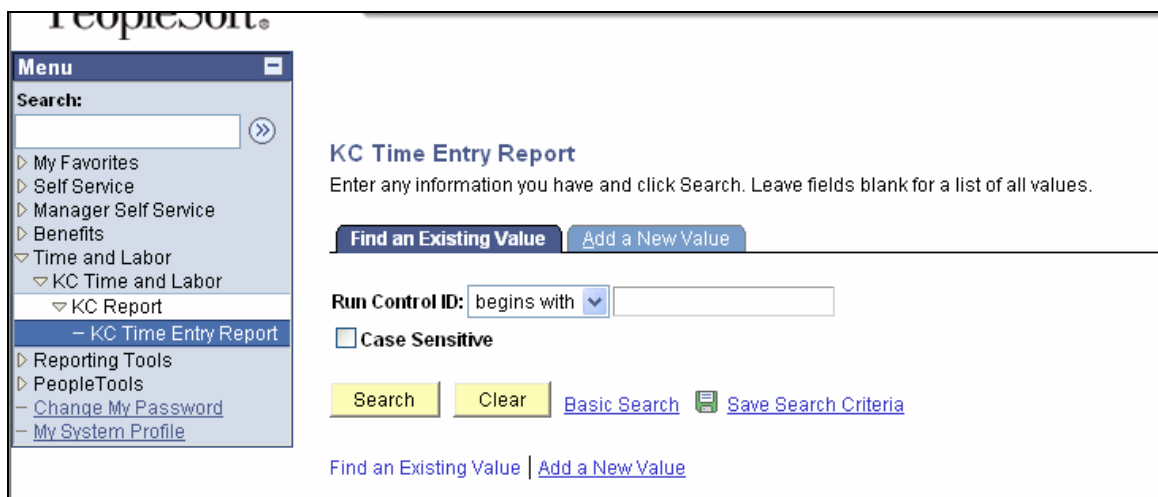
Step 8A No Action needed, you have **COMPLETED** the process.

Step 8B Run Time Entry Report

Go to: [Time & Labor > KC Time & Labor > KC Report > KC Time Entry Report](#)



This is how your landing page will look like:



- Click on the yellow “Search” button
This will tell you if you had an existing run control.
 - If you had no run control - “No matching Entries Found”
 - If you had only one run control - It will take you directly to the page
 - If you had multiple run control - Select the one that you wish to use
- To create a new run control – Skip this if you already had a run control (go to the next bullet)
 - Click on “Add a New Value” tab
 - Name the run control as you wish without spaces. If you need to do spaces, use the underscore
 - Click on the “Add” button

Time Entry Report

Time Entry

Run Control ID: Time_Entry [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Run Control Parameters

Pay Period Begin Date: 09/08/2007 [31](#) End Date: 09/21/2007 [31](#)

Employees To Process Find | View All | First 1 of 1 Last

EmplID	Name	Empl Rcd Nbr	Group ID	Description	*Include/Exclude Indicator
		0			Include

Save Return to Search Previous in List Next in List Notify Add Update/Display

- Enter a valid pay period begin date
- Enter a valid pay period end date
- Add all employees that you wish to run the report for in the Emplid field
Once you tab out of the field, it will remove the Group ID field
- Add all the groups that you wish to run the report for in the Group ID field
Once you tab out of the field, it will remove the Emplid field
- Click on the “SAVE” button at the bottom
- Click on the “RUN” button at the top
- On the Server Name field, select “PSUNX”

Process Scheduler Request

User ID: WICKMAN0314 Run Control ID: Time_Entry

Server Name: PSUNX Run Date: 09/20/2007 [31](#)

Recurrence: Run Time: 10:09:24AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	KC Time Entry Report	KC_TL02B	SQR Report	Web	PDF	Distribution

OK Cancel

- Click on the “OK” yellow button
The button will take you back to the Time Entry report page

Click on the “Process Monitor” hyperlink

Time Entry Report

Time Entry

Run Control ID: Time_Entry [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Run Control Parameters

Pay Period Begin Date: 09/08/2007 End Date: 09/21/2007

Employees To Process Find | View All | First 1 of 1 Last

EmplID	Name	Empl Rcd Nbr	Group ID	Description	*Include/Exclude Indicator
		0			Include

Save Return to Search Previous in List Next in List Notify Add Update/Display

- Click on the “Refresh” button until the Run Status says “Success” and the Distribution Status says “Posted”

Process List **Server List**

View Process Request For

User ID: WICKMAN0314 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status ☒ Save On Refresh

Process List Customize | Find | View All | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	446542		SQR Report	KC_TL02B	WICKMAN0314	09/20/2007 10:09:24AM PDT	Success	Posted	Details
<input type="checkbox"/>	446479		SQR Report	KC_TL02B	WICKMAN0314	09/19/2007 11:41:39AM PDT	Success	Posted	Details

- Click on the “Details” hyperlink to retrieve your PDF report

Process Detail	
Process	
Instance: 446542	Type: SQR Report
Name: KC_TL02B	Description: KC Time Entry Report
Run Status: Success	Distribution Status: Posted
Run	Update Process
Run Control ID: Time_Entry	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSUNX	
Recurrence:	
Date/Time	Actions
Request Created On: 09/20/2007 10:11:42AM PDT	Parameters Transfer
Run Anytime After: 09/20/2007 10:09:24AM PDT	Message Log
Began Process At: 09/20/2007 10:12:05AM PDT	Batch Timings
Ended Process At: 09/20/2007 10:12:14AM PDT	View Log/Trace

- Click on "View Log/Trace" hyperlink

View Log/Trace		
Report		
Report ID: 44266	Process Instance: 446542 Message Log	
Name: KC_TL02B	Process Type: SQR Report	
Run Status: Success		
KC Time Entry Report		
Distribution Details		
Distribution Node: HTTPS	Expiration Date: 09/27/2007	
File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,831	09/20/2007 10:12:14.000000AM PDT
kc_tl02b_446542.PDF	8,836	09/20/2007 10:12:14.000000AM PDT
Trace File	627	09/20/2007 10:12:14.000000AM PDT
Distribute To		
Distribution ID Type	*Distribution ID	
User	WICKMAN0314	

- Click on the PDF hyperlink
- Print your PDF if needed